



# CITY OF FALLS CHURCH

## EROSION AND SEDIMENT CONTROL INSPECTOR

The City of Falls Church Department of Environmental Services, Engineering and Construction Division, has an immediate vacancy for a part-time Erosion and Sediment Control Inspector. Responsibilities include inspecting construction activities, preparing field reports, issuing violation notices, participating in meetings, filing and record-keeping, and communicating with contractors/builders/citizens to ensure that state mandated E & S regulations are fully complied with. The individual selected for this position will work closely with the staff of the Engineering and Construction Division engaged in regulating and processing permit applications for development projects. Excellent organizational skills, the ability to work in field conditions and to communicate well - both orally and in writing - are essential functions of this position. Previous experience working as a construction inspector or in a professional engineering office will be an advantage.

### **RESPONSIBILITIES and SKILLS:**

- Inspect and monitor construction activities for compliance with E & S regulations;
- Prepare daily field reports on site conditions and issue violation notices as necessary;
- Perform emergency inspections of construction sites;
- Perform crisis management tasks as directed by Division Director or his designee;
- Respond to citizen complaints and questions;
- Read and interpret construction plans and contract documents;
- Type professional reports and documents;
- Possess basic PC and Microsoft office skills;
- Ability to work with senior management and as part of an interdisciplinary team.

**QUALIFICATIONS:** Bachelor of Science with Major in Engineering preferred; Certification as an E & S Inspector by the Virginia Department of Conservation and Recreation or ability to be certified within six months of employment is required; familiarity with construction site procedures and practices; some experience in clerical or office work; some experience in standard office practices, procedures, equipment and office assistance techniques, including business English, spelling and arithmetic; general knowledge of departmental programs and policies, demonstrated ability to prepare documents which are accurate and timely; ability to interact with the public and construction tradesmen, solve problems within scope of responsibility, establish and maintain effective working relationships with associates and follow oral and written instructions.

**HOURS:** 8:30 a.m. - 2 p.m., Monday through Friday, 28 hours per week. Additional pay or compensatory leave will apply for hours worked outside the normal hours and during emergency events.

**SALARY:** \$21.00 per hour and prorated benefits.

**TO APPLY:** Submit resume to City of Falls Church Human Resources Division, 300 Park Ave., Falls Church, VA 22046 or e-mail to [hr@fallschurchva.gov](mailto:hr@fallschurchva.gov). See [www.fallschurchva.gov](http://www.fallschurchva.gov) for additional information.

**REASONABLE ACCOMMODATION:** During the selection process, applicants with disabilities may request reasonable accommodation. Reasonable accommodation will be granted if mutually agreeable between the Human Resources Division and hiring authority. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate in employment or the provision of services on the basis of race, color, national origin, sex, religion, age, and disability.

All City facilities are smoke free

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